

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-01				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Tech Support Nat'l Water Progr				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 1.0, 2.0, 6.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/08/2016 To 06/30/2017					
Comments: Work other than just the work plan is authorized to begin.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Robyn Delehanty <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3880 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 1-01

I. ADMINISTRATIVE:

A. Title: Technical Support in Administration and Management of National Water Program

**B. Work Assignment Contracting
Officer's Representative (WACOR):**

Robyn Delehanty

Office of Wastewater Management
(OWM)1200 Pennsylvania Avenue, NW
(4201M)
Washington, DC 20460
202-564-3880
Delehanty.robyn@epa.gov

**Alternate Work Assignment Contracting
Officer's Representative (WACOR):**

Kit Farber

Office of Wastewater Management (OWM)
1200 Pennsylvania Avenue, NW (4201M)
Washington, DC 20460
202-564-0601
Farber.kit@epa.gov

C. QUALITY ASSURANCE

Task(s) 1, 2, 3 and 4 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 of WA 0-01, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

The Office of Water has responsibility for establishing national program policy and a regulatory framework to ensure safe and clean water. This work assignment continues to support EPA Strategic Goal 2 Protecting America's Waters. The Office of Wastewater Management (OWM) provides oversight, assistance, and financial support to state, interstate, and tribal partners to support implementation of water pollution control programs. Water pollution control grant program funds assist states, interstates, and tribes in the prevention and abatement of surface and ground water pollution from both point and nonpoint sources. The program supports a broad spectrum of water quality program components, including: a) water quality planning, b) ambient water quality monitoring and assessments, c) water quality standards, d) total maximum daily loads (TMDLs), e) permitting, f) compliance and enforcement, and g) ground water protection.

II. OBJECTIVE:

This work assignment provides contractor technical support to the National Water Program for program integration and oversight of Regional, state, interstate, and tribal water quality programs, including ground water protection. Technical support includes: (1) data analysis, (2) program analyses relating to implementation of state and tribal programs, and (3) maintaining the water pollution control grant program allocation formula and model for developing annual state, interstate, and regional tribal allocations.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-01. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 0 of WA 0-01. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP- accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

Task 1 - Technical support for the Water Pollution Control Grant Program Allocation Models

The contractor shall support EPA in updating and maintaining the state and tribal water pollution control grant allocation formulas and models. The state formula is found in 40 Code of Federal Regulations Part 35 and is further impacted by the issuance of annual appropriations and national guidance. The Environmental Protection Agency (EPA) requires technical support in updating and maintaining the models and generating targets and alternative funding for state, interstates and Regional allocations for tribal programs for FY 2017 - 2019.

Subtask 1.1 – Revisions to the State in Interstate Integrated Allocation Models

The contractor shall provide technical support to EPA in implementing revisions to the current integrated allocation model. As required by regulation (40 CFR Part 35.162), the data in the variable portion of the state and interstate allocation models will be updated every 5 years. The next data update occurs in FY2016 for use in the 2017 allocation. The model uses existing data as outlined in Table 1 of the regulations. The contractor shall, as necessary, develop draft and final FY 2017 state, interstate, and tribal allocations and projections for additional years. Support for this subtask shall include: (a) conducting comprehensive quality assurance/quality control (QA/QC) review of the model, the programming, and its functionality to ensure correct operation and report generation; (b) reprogramming of the model to incorporate modifications to the state, interstate, and regional tribal formula per any

revisions to part 35 regulations and issuance of national guidance, and (c) conducting update of data in the model, including available impairment data.

Subtask 1.2 – Tribal Allocation Review

The contractor shall provide support in the review of the tribal portion of the allocation model including: (a) participating in monthly work group calls and taking minutes of the calls, if needed (b) supporting options developed for revising the tribal portion of the model, and (c) supporting tribal model revision, as needed.

Subtask 1.3 – Technical Support for Allocation Options

The contractor shall provide EPA technical support to develop and implement options for allocating increased or decreased funding for the water pollution control grant program under EPA's FY 2017 through FY 2019 proposed budgets. For planning purposes, it is anticipated that the contractor shall develop and implement approximately five (5) options for allocating funding in this period of performance.

Subtask 1.4 – Update Allocation Model Documentation

Under contract EP-C-08-015, the contractor provided draft updated model documentation including all changes in the model since the documentation was last updated in 2001, and a draft user guide for model operation. Upon the receipt of comments by the EPA WACOR, the contractor shall finalize the model documentation and user guide.

Subtask 1.5 – Preparation of Informational Materials

The contractor shall provide technical support to prepare informational materials to communicate changes in resource data, allocations, and resulting impacts to various audiences, such as EPA Headquarters and Regional Program Managers, states, tribes, interstates, Congress, and the general public. In addition the contractor shall develop a powerpoint presentation and participate in an informational webinar, if needed, identifying the data updated in the variable portion of the allocation model. EPA anticipates the development of one (1) other informational material of approximately 1-3 pages in length. The contractor shall provide a draft of the powerpoint and document to the EPA WACOR for review and comment. Upon the receipt of comments by the EPA WACOR, the contractor shall finalize the document and powerpoint.

Task 2 - Provide technical and analytical support for the Tribal Program under the Water Pollution Control Grant Program

OWM has responsibility for managing a tribal set-aside program under the water pollution control grant program. This tribal set-aside program provides support for "treatment in a manner similar to a state" (TAS) approved tribes to implement water quality management programs.

Upon the receipt of written technical direction from the EPA WACOR, the contractor shall provide technical support in addressing issues arising from the implementation of the 2007 Tribal Guidance. Assistance may include: (1) assessing tribal compliance with the guidance, (2) evaluating the status of tribal development of water pollution control programs, (3) evaluating the guidance and supplemental documents to determine if revisions are needed due to proposed regulatory actions including: the Revised Interpretation of the Clean Water Act (CWA) TAS Provision and the TAS for Purposes of Section 303(d) of the CWA, (4) information to support the Section 106 Program portion of the OW Tribal Strategy, as needed (5) evaluation of tribal

assessment activities, (6) developing and supporting regional training, and (6) communications/outreach materials highlighting the accomplishments of the program.

Task 3 - Provide Technical and Analytical Support for the Review and Analysis of Regional Oversight of the Water Pollution Control Grant Program

OWM recently completed evaluating regional implementation of the state, interstate and tribal programs, and the monitoring initiative, including adherence to national guidance. The contractor has provided draft reports of regional responses. The contractor shall make final edits to the reports based on the WACOR final comments.

Task 4 – Training and Technical Support

Region 9 will be conducting a 1-day technical workshop on Identifying Water Quality Impairment in the San Juan River across Jurisdictional Boundaries. The 1-day workshop will focus on resolving impairment listing decisions along the San Juan River due to variability of water quality standards across the jurisdictional boundaries of New Mexico, Ute Mountain Ute, Navajo Nation and Utah. The contractor shall provide technical and facilitation support for the workshop including logistical support, and developing, revising and delivering training and outreach materials. The workshop will be attended by 40-50 participants and will be held in the October/November 2016 timeframe.

Subtask 4.1 – Support for the Development of Training Materials

The contractor shall provide technical support for the development of one (1) 45 minute training session related to EPA’s National State and Tribal Source Water Protection and Ground Water Programs.

Subtask 4.2 – Logistical and Training Support for Trainings

The contractor shall provide technical, logistical and training support including: conducting one 45 minute training session; coordination among the States, Tribes, and EPA; preparing training session agendas and support materials; managing registration in Everbrite; identifying locations and negotiating room rates; audio/visual equipment, facilitating sessions, taking notes and preparing a final meeting summary.

Subtask 4.3 – Identification of National Experts

The contractor will identify one or two technical experts to conduct presentations at the workshop. Technical experts will be selected, in consultation with the WACOR, based on any gaps in expertise in the agenda. The contractor shall provide travel support, as needed.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and identify revisions needed for QA supplemental document	According to contract.
	Make revisions to existing PQAPP, if needed	Within 30 days of WP approval
	Monthly progress reports	Monthly
Task 1: Technical support for the Water Pollution Control Grant Allocation Models		
	Provide Model Runs	As needed

	Update variable portion of model with available data	By September 30, 2016
	Develop power point presentation of data changes	As requested by WACOR
	Participate in webinar on data changes	As requested by WACOR
	Support tribal model review	As needed
Task 2: Provide technical and analytical support for the Tribal Program under the Water Pollution Control Grant Program		
	Support tribal guidance implementation including evaluating the existing guidance for conformance with 2 proposed rulemakings and evaluating tribal assessment activities.	As requested by WACOR
Task 3: Provide Technical and Analytical Support for the Review and Analysis of Regional Oversight of the Water Pollution Control Grant Program		
	Final report	30 day after WACOR comments
Task 4: Training and Technical Support		
	Set up registration site	70 days before workshop
	Identify venues	90 days before workshop
	Draft agenda	60 days before workshop
	Final notes on workshop	45 days after workshop

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

TRAVEL

Travel for two (2) contractors and one to two (1-2) technical experts is anticipated under this work assignment to support and present in the one day workshop (Task 4).

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more

than \$20,000, shall be obtained by the EPA CLCOR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CLCOR.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-02			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name ICRs			
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/27/2017 To 06/30/2017			
Comments: Immediate start of this work assignment is authorized upon CO approval.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated: Cost/Fee LOE:									
Cumulative Approved: Cost/Fee LOE:									
Work Assignment Manager Name Kevin Roland <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4588 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 1-02

I. ADMINISTRATIVE:

A. Title: Information Collection Rule Renewal Support

B. Work Assignment COR (WACOR): Alternate:

Kevin Roland, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-4588
roland.kevin@epa.gov

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

This Performance Work Statement comprises tasks necessary to revise the process for updating models for the expiring ICRs for: (1) the Public Water System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR) which was integrated into the Microbial Rule ICR under a previous work assignment. Per the Paper Work Reduction Act of 1995, any monitoring, reporting or record-keeping requirement imposed on non-Federal respondents by EPA requires an ICR, which must include the burden on and costs incurred by non-Federal respondents for the information provided to EPA, and must be approved by the Office of Management and Budget. The ICRs must be prepared in accordance with the provisions of the Paper Work Reduction Act of 1995 and the ICR Handbook. The OMB approved ICR Handbook requires the inclusion of the cost and burden associated with the information collection for both the respondents and the Agency, including O&M costs. It presents these cost and burden estimates as individual costs per respondent, and as an aggregate cost for the entire respondent universe and the Agency on an annual basis and over the entire period covered by the ICR. The contractor shall utilize the latest version of the ICR Handbook as published by the Agency and located on the internet at <http://intranet.epa.gov/icrintra/ivb.html>.

II. OBJECTIVE:

The contractor shall revise the process for updating the ICR models for: (1) the Public Water

System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR). These models shall be designed to decrease cost and time associated with renewing the ICRs, and increase transparency and ease of communication with OMB and EPA reviewers.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Task 1: INFORMATION COLLECTION RULE (ICR) RENEWAL SUPPORT (PWS 1.6)

Under this task, the contractor shall meet with EPA WACOR and management to discuss requirements for future ICR renewals. In addition, the contractor will develop recommendations for a simplified, efficient and transparent process to update ICRs.

Subtask 1.1: Requirements for future ICR renewals

As requested by the WACOR, the contractor shall begin the process to renew the first of three ICRs.

Deliverables:

- Meeting with EPA WACOR and supervisors to discuss scope of revisions for future ICR renewals
- Meeting notes summarizing the requirements for the future ICR renewals
- Spreadsheets developed under the previous contract for the 2015 renewal ICRs
- Deliver draft outline along with shell for cost models for future ICRs

Subtask 1.2: Recommendations document for developing a more efficient and transparent ICR renewal process

Under this task, Cadmus will review the 2012/2016 OMB-approved renewal ICRs and develop recommendations for a more efficient and transparent process to update future ICRs. These

recommendations will incorporate the results of the discussion in subtask 11.1. Cadmus will submit a draft version of the recommendations for EPA's review and comment. After approval of the draft memos by the EPA WACOR, Cadmus will submit final memos based on comments provided.

This subtask is to find alternate mechanisms or software packages to simplify or replace the excel spreadsheets used in the 2015 and previous renewal ICRs, as these spreadsheets are not transparent to management or external review, and are time and cost prohibitive to create for future ICR renewals.

Deliverables:

- Draft memo with recommendations for revision to future process for ICR renewal
- Final memo incorporating EPA feedback for revision to future process for ICR renewal.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	ICR Renewal Support	June 30, 2017
1.1	Requirements for Future ICR Renewals	
	2016 ICR Spreadsheets	At the request of the WACOR
	Meeting(s) and notes summarizing meeting(s)	2 weeks following meeting
	Outline/shell for cost model for new ICRs	TBD per WACOR direction
1.2	Recommendations document for new ICRs	
	Draft recommendations document	TBD per WACOR
	Final recommendations document	TBD per WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

No trips are planned.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-04				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name DC Water Syst Direct Implem Su				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2016 To 06/30/2017				
Comments: Performance on this WA shall not begin until July 1, 2016. Also, work other than just the work plan is authorized to begin on July 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
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This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Patti-Kay Wisniewski <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 215-814-5668 FAX Number: 215-814-2318			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 1-04

(July 1, 2016 - June 30, 2017)

I. ADMINISTRATIVE:

A. Title: District of Columbia Water Systems Direct Implementation Support

B. Work Assignment Contracting Officer Representative (WACOR)

Patti Kay Wisniewski
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5668
Fax: 215-814-2302
Email: wisniewski.patti-kay@epa.gov

C. Quality Assurance:

Task(s) 3, 5, 9, 10 in this work assignment require quality assurance (QA). Collection, use and analysis of data for these will be identical to the procedures described in the **Supplemental Project Specific Quality Assurance Project Plan (SQAPP)** completed under task 0 of WA 0-04. Consistent with the Agency's quality assurance (QA) requirements, the Contractor must amend/revise the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task 0 of WA 0-04 to assure the quality of the data used under task(s) 10 of this work assignment. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

EPA Region III is responsible for the direct implementation of the Public Water System Supervision (PWSS) Program in the District of Columbia (DC) and must review compliance data, oversee research studies, provide technical assistance, and ensure the performance of sanitary surveys of the District's public water systems (PWSs).

As primacy agency for the PWSS program in the District of Columbia, EPA Region III receives and reviews compliance data from seven (7) regulated PWSs in DC. The Safe Drinking Water Act (SDWA) requires that sanitary surveys of PWSs be conducted periodically in order to ensure that these water systems comply with all regulations promulgated under the SDWA. EPA Region III uses contractor support to perform sanitary surveys of the PWSs in DC. As needed, EPA Region III also provides technical assistance and training to regulated water systems and other water users in the District.

II. OBJECTIVE:

The contractor shall provide assistance to EPA for program implementation, including: (1) support for workgroup conference calls; (2) development of resources for use in program implementation and evaluation; (3) conduct sanitary surveys of public water systems in DC and provide reports; (4) provide support for SDWIS/State implementation; (5) provide training; and (6) provide other technical support necessary for effective implementation of the Safe Drinking Water Act.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The Contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the Contractor shall prepare a statement indicating that this WA is a continuation of WA 0-04. The work plan shall explain that any collection, use and analysis of data for Tasks 5 and 10 in this work assignment will be identical to the procedures described in the approved SQAPP for the parameters currently described in the SQAPP.

In addition, the contractor shall amend/revise the SQAPP noted above, to capture all national primary drinking water parameters and those associated with harmful algal blooms, and to ensure the quality of the data used to complete these tasks. The SQAPP shall refer to and list the parameters in the Field Standard Operating Procedures (SOPs) but shall not include that full document within the SQAPP. No sampling for these parameters shall occur until the revised SQAPP is reviewed and approved by the WACOR. The work plan shall explain when the revised/amended SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and cost broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the revised/amended SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan and monthly progress and financial reports. Checklist for Quality Assurance Project Plans, Summary of Quality Assurance Activities and Issues by Work Assignment, revised SQAPP.

Task 1 – Technical Expert Working Group (TEWG) Support

The Contractor shall participate in, and prepare notes for three (3) TEWG conference calls. The contractor shall provide two (2) senior-level experts to attend the as needed conference calls. For budgeting purposes the contractor shall assume the conference calls will last no more than two hours in duration and may cover various drinking water topics. The length of the notes will be dependent on the duration and detail of discussions on the call; however, the contractor should anticipate that the notes for each will be approximately two (2) to four (4) pages in length. A draft of the notes shall be delivered to the EPA WACOR no more than 7 business days after conclusion of the conference call. Upon receipt of any comments from the EPA WACOR, the contractor shall revise the draft or review EPA's final draft notes. Submittal of notes to the EPA WACOR by email is acceptable.

Deliverables: Draft and review of final conference call notes from no more than 3 conference calls.

Task 2 – Sanitary Surveys

The Contractor shall conduct sanitary surveys at 5 public water systems in the District of Columbia at a time mutually agreeable to EPA, water system representatives, and the contractor. In support of this task the contractor shall perform the following tasks:

- (a) Review the drinking water sampling plans, and necessary documents;
- (b) Conduct a pre-sanitary survey conference call with utility staff and other EPA staff to prep for visit;
- (c) Handle the logistical arrangements between EPA staff, contractor, and all other participants that will be in attendance during the sanitary survey;
- (d) Prepare to utilize the electronic sanitary survey (ESS) tool including questions and formatting to be able to conduct electronically. Additional background can be found at: <http://water.epa.gov/learn/training/dwatrainig/sanitarysurvey/esurvey.cfm>;
- (e) Conduct a full sanitary survey utilizing the electronic sanitary survey tool which includes the eight elements outlined in the *EPA/State Joint Guidance on Sanitary Surveys* (December 1995), as applicable to the system and follows the April, 1999 EPA guidance manual - *Guidance Manual for Conducting Sanitary Surveys of Public Water Systems and Surface Water and Ground Water Under the Direct*

Influence (GWUDI) (EPA 815-R-99-016)
(<https://yosemite.epa.gov/water/owrcatalog.nsf/9da204a4b4406ef885256ae0007a79c7/f275720c138ca92e85256b0600723b4a!OpenDocument> and EPA's Learner's Guide, How to Conduct a Sanitary Survey of Drinking Water Systems, September 2015, (<http://www.asdwa.org/index.cfm?fuseaction=Page.viewPage&pageId=606>);

- (f) Prepare draft reports of the sanitary survey;
- (g) Prepare a final report of the sanitary survey; and
- (h) Assist EPA with determining how to update data fields in SDWIS/State. This may include preparing an XML file of updated data elements to be migrated to SDWIS/State.

For budgeting purposes, the contractor shall anticipate the survey reports to be approximately 25 pages, excluding maps, photographs, organizational charts, and other supplemental information deemed relevant, which should be included in appendices. The draft report will be reviewed simultaneously by the EPA WACOR and one to two other EPA commenters who will provide comments. The contractor shall incorporate reviewer comments and deliver the draft final report within two weeks of receipt of EPA's comments on the draft report. EPA anticipates no more than two draft versions. For a report with only minor revisions or comments from the water supplier, EPA will seek the Contractor's review and response. The Contractor shall deliver the report to the EPA WACOR. Email submission is acceptable, as is posting of large documents to a secure FTP website.

Task 2.1: Sanitary Survey at the Washington Navy Yard and US Naval Observatory

The Contractor shall conduct the sanitary surveys at these two public water systems. These should be conducted on consecutive days during October 2016. For budgeting purposes, the contractor shall anticipate providing two (2) staff experienced in conducting sanitary surveys for an on-site visit lasting no more than three (3) days. The most recent sanitary surveys of these water systems were performed in 2013. These public water systems consist of distribution systems only (i.e. no treatment facilities).

Task 2.2 – Sanitary Survey of the JBAB - Bolling Public Water System

The Contractor shall conduct a sanitary survey of the Joint Base Anacostia-Bolling (JBAB) - Bolling public water system in the District of Columbia during December 2016 at a time mutually agreeable to EPA, JBAB – Bolling representatives, and the contractor. The most recent sanitary surveys of the Bolling water system were performed in 2014. This water system consists of a distribution system only (i.e., no treatment facilities). For budgeting purposes, the contractor shall anticipate providing two (2) staff experienced in conducting sanitary surveys for an on-site visit lasting no more than three (3) days.

Task 2.3 – Sanitary Survey of the JBAB - Anacostia Public Water System

The Contractor shall conduct a sanitary survey of the Joint Base Anacostia-Bolling - Anacostia public water system in the District of Columbia during December 2016 at a time mutually agreeable to EPA, JBAB - Anacostia representatives, and the contractor. The most recent

sanitary survey of the Anacostia water system were performed in 2013. This water system consists of a distribution system only (i.e., no treatment facilities). For budgeting purposes, the contractor shall anticipate providing two (2) staff experienced in conducting sanitary surveys for an on-site visit lasting no more than three (3) days. To the extent possible, this survey shall be conducted during the same trip to JBAB as identified for the survey under Task 2.2.

Task 2.4 – Sanitary Survey of New Public Water System

The Contractor shall conduct a sanitary survey of the Hubert H. Humphries Building in the District of Columbia during August 2016 at a time mutually agreeable to EPA, building representatives, and the contractor. There has never been a sanitary survey of this water system. This water system is a non-transient non-community consisting of a distribution system with treatment using reverse osmosis, ultra-violet light, pH adjustment, phosphate addition and carbon filters. For budgeting purposes, the contractor shall anticipate providing two (2) staff experienced in conducting sanitary surveys for an on-site visit lasting no more than three (3) days.

Task 2.5 – Certified Operator Status Update

Under prior work assignments, the Contractor collected information on the status of certified operators at public water systems in the District. The Contractor shall update this listing for those water systems with treatment. For planning purposes, the Contractor shall gather this information when sanitary surveys are conducted at public water systems under this work assignment. For any public water system not planned for visit under this work assignment, but does provide treatment, the Contractor shall by August 1, 2016 prepare correspondence that will be issued by EPA to request this information in writing.

Deliverables: Conduct sanitary surveys, Question set for ESS; Draft and Final sanitary survey reports, operator status updated information and correspondence

Task 3 – Sampling Training

Task 3.1 - The Contractor shall deliver the same training course on two (2) occasions, ideally one day and no more than two-days in length, to be held separately in Washington DC and in Philadelphia. Topics shall cover the required compliance drinking water sampling procedures. EPA will assist with determining a location to host this course and invite participants. The contractor shall use the previously prepared agenda under Cadmus WA 0-04, slides for the training session, binders of student materials, and field Standard Operating Procedures (SOPs). The Contractor shall update these SOPs based on EPA comments and expand as needed to cover all national primary drinking water contaminants.

The contractor shall draw upon the field observations documented of utility staff performing field measurements in order to correct problems with their procedures.

This course shall cover all aspects of compliance sampling from receipt of sample bottle, through proper collection of the drinking water sample, to packaging and shipment to the laboratory for analysis. This training course shall also cover procedures for field measurements, including any

instrument calibration. The Contractor shall develop an instructional video to demonstrate the procedure for calibrating a chlorine meter and will provide copies of the video to EPA and participants. This can be accomplished with digital files and 2 digital video disks (DVD)s to EPA. For planning purposes, it is anticipated that this video will be 20 minutes or less in length, shared with EPA for review and comment, and may need audio and/or graphic editing.

The Contractor shall develop a course evaluation form to gather student feedback on the training and provide a summary of this information to the EPA WACOR.

Task 3.2 - This training course shall also cover the procedures for use of a hydrant sampler, including flushing times. Should the training venue offer the opportunity for use of this hydrant sampler, the Contractor shall conduct a field trial and allow practice time for the participants. To assist with this exercise, EPA, the contractor and a representative from a utility shall practice use of this hydrant sampler prior to the training course. EPA will assist with making these arrangements and provide the hydrant sampler. For budgeting purposes, the Contractor shall anticipate providing two (2) staff experienced with collecting drinking water samples.

Task 3.3 – The Contractor shall video tape the first training session held in Philadelphia for EPA staff for use in future trainings. This shall also include taping the use of a hydrant sampler discussed in Task 3.2. The Contractor shall provide digital files and 2 DVDs.

Task 3.4 - The Contractor shall define calibration points (parameters, when and where measured, etc.) for field analytes and craft a table for water system personnel use in recording field calibrations and readings per monitoring requirements of 40 Code of Federal Regulations, Subparts L and V. These sampling procedures shall also be addressed in the field SOPs, as needed.

Task 3.5 – The Contractor shall revise the previously crafted Field Standard Operating Procedures (SOP) to include new parameters as identified by the WACOR. For planning purposes, it is anticipated that EPA will provide comments in July 2016, and the revised document shall be due within two months of receipt of EPA comments, including any new parameters to be included in the SOPs. The list of all field sampling procedures shall be addressed in the revised SPQAPP, under Task 0 above.

Deliverables: Two 1 to 2-day training courses on sampling procedures, video tape of training session, chlorine calibration video, field calibrations and readings table, course evaluation summary.

Task 4 – SDWIS State Implementation Assistance

The Contractor shall assist EPA with optimizing the use of SDWIS/State based on any issues or gaps noted during a recent DC direct implementation program review and for input of data obtained during sanitary surveys. This could include: importing monitoring schedules, assistance with defining monitoring locations, assistance with electronic data importing via XML sampling and lab to state, and other data management related tasks.

The Contractor shall estimate minimal efforts (i.e. 40 hours) for this task.

Deliverables: Technical assistance to be provided through emails, conference calls, or Webinars/Meetings

Task 5 – Revised Total Coliform Rule (RTCR) Implementation

The Contractor shall assist EPA with implementation of this rule by completing the following tasks:

Subtask 5.1

The Contractor shall be prepared to conduct Level 2 assessments as needed on very short notice. The staff conducting these assessments shall have demonstrated to the WACOR that they are qualified to conduct these assessments based on previously provided documentation under WA 0-04 and certification from EPA Region III . All assessments shall include EPA staff and staff representing the PWS. All findings of the assessment shall be documented on the EPA Region III Level 2 Assessment Form developed by Cadmus.

Subtask 5.2

The Contractor shall develop an agenda and training materials for RTCR Level 2 assessment training to enable EPA regional staff involved with implementation of this rule to meet the Level 2 Assessor criteria established by the region. For planning purposes, the Contractor shall use previously developed power point slides under Cadmus WA 0-04 for Level 1 and Level 2 Assessment Training, trimming these to concentrate of Level 2 assessments, and anticipate that this training will be 6-8 hours in length and will take place in Philadelphia. A draft agenda for review and comment shall be provided to EPA by July 22, 2016, with a final agenda due within one week of receipt of EPA comments. The contractor shall develop a course evaluation form to gather student feedback on the training.

Deliverables: Level 2 assessment training materials, one-day training course, course evaluation summary, potential Level 2 assessments at DC public water systems

Task 6 – Flushing Guidance

The Contractor shall conduct an Internet search of state primacy agency materials related to flushing of distribution systems. For planning purposes, the Contractor shall compile a table of these state requirements for no more than 9 states. These resources shall be used to develop guidance for use by the water suppliers to flush their distribution systems. This shall include a list of resources (e.g. American Water Works Association (AWWA) guidance), recommended preventative maintenance aspects of the distribution system (such as, but not limited to, exercising valves, hydrant and pressure testing). This guidance shall also include a section related to premise plumbing issues. The Contractor shall provide an outline of this guidance prior to full development and seek comments from the WACOR.

Deliverables: Guidance document outline, table of state requirements, draft and final flushing

guidance document

Task 7 - Sanitary Survey Training

The Contractor shall develop a course agenda, training slides, and other materials to conduct a sanitary survey training course for EPA Region III staff. This course shall be held in the Philadelphia area and include field visits to a ground water and a surface water public water system. The Contractor shall plan for a 3 -4 day course with a class size of 20 -25 students. The Contractor shall provide resource documents electronically to all students for their future use. The Contractor shall develop a course evaluation form to gather student feedback on the training.

Deliverables: One multi-day sanitary survey course, resource materials, course evaluation summary.

Task 8 - Legionella Response Plan

The Contractor shall facilitate a meeting of DC Health and Department of the Environment and Energy staff with EPA Region III to discuss roles and responsibilities in response to the presence of Legionella in a facility connected to a DC water system. From the discussion, the Contractor will develop a response plan, a factsheet of recommendations for building owners and draft notification from owners to water users. The Contractor shall provide a draft plan to the WACOR within 10 days of a meeting and a final report within 10 days of receipt of EPA comments. The Contractor shall not complete any sampling for Legionella.

Deliverables: Conduct a facilitated discussion, document discussions and provide draft and final response plan

Task 9 – Harmful Algal Bloom Response Plan

Task 9.1

EPA and AWWA have developed several guidance documents related to algal blooms. EPA Region III is interested in condensing these materials into a Response Plan for use by regional staff. The Contractor shall follow the outline developed under WA 0-04 along with EPA's comments.

The Contractor shall provide a draft plan by August 15, 2016 and a final plan shall be submitted within 10 days of receipt of EPA comments.

Task 9.2

The Contractor shall develop sampling plans and procedures for responding to algal blooms in the District. For planning purposes, the Contractor shall review other resources such as the Ohio EPA plan, found at:

<http://epa.ohio.gov/ddagw/HAB.aspx>

http://epa.ohio.gov/Portals/28/documents/HABs/PWS_HAB_Response_Strategy.pdf

The Contractor shall not complete any sampling for response to algal blooms.

These sampling procedures shall also be addressed in the revised SPQAPP, under Task 0 above.

Deliverables: Draft and Final Harmful Algal Bloom response plan

Task 10 – Just in Time Technical Assistance

Through the use of written Technical Direction, the EPA WACOR will provide specific technical assistance tasks for the Contractor. It is anticipated that these tasks will relate to those activities that cannot be planned for, but must be addressed as situations arise at the water utilities within the District. Such tasks could include, but are not limited to: conducting a Level 1 assessment facilitated discussion; reviewing treatment changes at the Washington Aqueduct; review of corrosion control treatment study; sampling (to be defined) and conducting a Level 2 assessment; development of public communication materials.

The Contractor shall be prepared to conduct a facilitated discussion at one water system in response to their trigger of a Level 1 assessment. EPA is interested in using such as opportunity to provide training and awareness to the utility in how to conduct such an assessment. This activity is expected to follow the real world event that occurred at the water system that triggered a level 1 assessment. The contractor shall be prepared to conduct this discussion as soon as possible after resolution of the event by the water system and to document discussions, identify additional training needed on the part of the water system and provide an evaluation form to participants.

Samples to be collected under Task 5.1 at the written request of the WACOR shall be analyzed either at EPA's Environmental Science Center at Ft. Meade (if available) or at another certified drinking water lab. Samples shall not be analyzed by the United States Army Corps of Engineers Washington Aqueduct. In order to be prepared to complete such sampling, the Contractor shall provide the following to the WACOR:

- a) Names of qualified samplers;
- b) Costs of bottles, preservatives and other needed supplies to properly collect samples;
- c) Table, by parameters monitored under the National Primary Drinking Water Regulations, listing bottle type and size, preservatives, shelf life, transportation or time considerations for delivery of collected samples to a laboratory for analysis;
- d) Timeline for samplers to arrive in DC to begin sample collection;
- e) Description of any pre-existing drinking water laboratory arrangements with certified drinking water laboratories, including list of parameters that can be analyzed, and cost multiplier used for expedited turn-around times with timeline basis; and
- f) List of field equipment maintained and calibration frequency.

The Contractor shall estimate minimal efforts (i.e. 80 hours) for this task. EPA will assist with sample bottle procurement if these can be obtained from EPA's laboratory. EPA is not authorizing the Contractor to purchase bottles and supplies. This will be authorized via written technical direction at the time the sampling needs are defined.

Deliverables: Tasks as required via written technical direction with written reports to capture the work completed and any analysis results; details on sampling preparations.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan and budget Monthly progress and financial reports Revised SPQAPP	According to contract; Monthly progress reports By August 1, 2016
1.	Participation in conference calls Draft TEWG Meeting Notes Final TEWG Meeting Notes or review of EPA's draft final Meeting Notes	No more than 3 calls; Dates TBD 7 business days after workgroup conference call Within 7 days of receipt of EPA comments/draft final document
2.	Conduct 5 Sanitary Surveys Draft Sanitary Survey Reports (5) Final Sanitary Survey Reports (5) Review of Sanitary Survey Report response comments from water suppliers Update Certified Operator Status Draft correspondence to water supplier on operator status	To be conducted August through December 2016 Within 1 month of completion of the sanitary survey Within 2 weeks of receipt of EPA comments/request for revision As requested; response due within 2 weeks of EPA request to review During the water system sanitary surveys Draft correspondence by August 1, 2016
3.	Conduct Sampling Training Courses (2) Revise Field SOPs Table of defined calibration points	Hold courses no later than December 2016 By September 2016 With draft course materials, one month prior to conducting course
4.	SDWIS State Assistance	Ongoing technical assistance to enhance EPA's usage of SDWIS
5.	RTCR Implementation training on Level 2 assessments Conduct Level 2 assessment(s)	Provide Agenda by July 22, 2016 Hold training session by September 1, 2016 Finalize all materials for training two weeks prior to course; As needed under Written Technical Direction
6.	Develop Flushing Guidance	Draft guidance by November 15, 2016 Final guidance within one month of receipt of EPA comments
7.	Conduct 1 Sanitary Survey Training Course	Conduct course before March 30, 2017
8.	Legionella Response Plan	Draft plan by October 14, 2016

TASK No.	DELIVERABLE	DATE DUE TO EPA
		Final plan within one month of receipt of EPA comments
9.	Harmful Algal Bloom Response Plan	Draft plan by August 15, 2016 Final plan within 10 days of receipt of EPA comments
10.	Just in Time Technical Assistance	Details on sampling preparations by July 29, 2016 Will be handled by written Technical Direction with written reports to follow completion of tasks

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

TRAVEL

Travel is anticipated for this work assignment following appropriate approval of the work assignment CLCOR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA CLCOR prior to travel taking place.

This work assignment anticipates 5 separate trips to Washington DC, for Tasks # 2, 3 and 8. Each trip will involve no more than 2 staff persons. Travel will occur within the timeframes noted on the Deliverables table. Tasks 3, 5 and 7 include 3 trips to Philadelphia. Tasks 5.1 and 10 will include travel but only if and when written technical direction is provided for work under these tasks.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor

personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-04				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1			DC Water Systems DI Support				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2016 To 06/30/2017					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-04 is to add an alternate COR, Heather Galada, to this WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Patti-Kay Wisniewski							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 215-814-5668			
							FAX Number: 215-814-2318			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Erin Ridder							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2155			
							FAX Number:			
Contracting Official Name Sandra Stargardt-Licis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2006			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-05				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name PA & WV Drinking Water Trainin				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1.4, 7.2, 7.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/20/2016 To 06/30/2017					
Comments: The contractor is authorized to start work immediately on this WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017										
This Action: <hr/>										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Heather Galada <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 215-814-5477 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 1-05

I. ADMINISTRATIVE:

A. Title: Pennsylvania and West Virginia Drinking Water Program Training Support

**B. Work Assignment Contracting
Officer Representative (WACOR):**

Heather Galada
Drinking Water Branch (3WP21)
US EPA
1650 Arch Street
Philadelphia, PA 19103-2029
215-814-5477/215-814-2302 FAX
email: galada.heather@epa.gov

Alternate WACOR:

Patti Kay Wisniewski
Drinking Water Branch (3WP21)
US EPA
1650 Arch Street
Philadelphia, PA 19103-2029
215-814-5668/215-814-2302 FAX
CELL PHONE: 215-514-7893
email: wisniewski.patti-kay@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

The Safe Drinking Water Act (SDWA) requires that sanitary surveys of Public Water Systems (PWS) be conducted periodically in order to ensure that these water systems comply with all regulations promulgated under the SDWA and that no significant deficiencies exist. Pennsylvania is interested in providing training to staff on conducting these sanitary surveys.

In addition, states experience frequent turn-over of staff. Therefore, West Virginia is interested in providing training to staff on the Lead and Copper Rule.

EPA is responsible for assisting the states with meeting these requirements by facilitating training.

II. OBJECTIVE:

The contractor shall develop and deliver one Sanitary Survey course in Pennsylvania and one Lead and Copper Rule training in West Virginia. The EPA Region 3 WACOR shall review all training materials prior to use. The contractor shall clearly identify themselves as contractor personnel at all sessions.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officers Representative (CLCOR) and WACOR if any changes to the collection and analysis of the data occur and prepare a new supplement to the PQAPP accordingly.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contracting Officer (CO) who will in turn notify the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan and monthly progress and financial reports.

Task 1 – Sanitary Survey Training Course for PADEP Staff

The contractor shall develop and conduct one (1) 3.5- to 4-day training session to be held in southcentral Pennsylvania. This training shall occur during the Spring of 2017 and shall consist of classroom training and field exercises at public water system(s). The target audience shall be the Pennsylvania Department of Environmental Protection (PADEP) personnel responsible for conducting sanitary surveys. Approximately 25-30 participants are expected. Each full training day shall be from 8:00 AM – 4:30 PM and provide one (1) hour for lunch. Arrangements to visit a public water system(s) will be handled by the WACOR and PADEP.

This training shall cover the eight elements outlined in the *EPA/State Joint Guidance on Sanitary Surveys* (December 1995), as applicable to ground water and surface water source public water systems and follow the April, 1999, **EPA guidance manual - Guidance**

Manual for Conducting Sanitary Surveys of Public Water Systems; Surface Water and Ground Water Under the Direct Influence (GWUDI) (EPA 815-R-99-016) (<https://www.epa.gov/dwreginfo/interim-enhanced-surface-water-treatment-rule-documents>); the October 2008 **Sanitary Survey Guidance Manual for Ground Water Systems (EPA 815-R-08-015)** and **EPA's Learner's Guide, How to Conduct a Sanitary Survey of Drinking Water Systems**, September 2015, (<http://www.asdwa.org/index.cfm?fuseaction=Page.viewPage&pageId=606>).

The objective of the sanitary survey guidance manuals is to provide states, tribes, and other primacy agencies with a brief review of the sanitary survey regulatory provisions, give specific examples of what constitutes a significant deficiency, and provide a checklist of elements that should be evaluated during the course of a sanitary survey inspection.

This consultation and facilitation shall also cover the PADEP **Water Supply Sanitary Survey Report Checklist**, to be provided to the contractor by the WACOR.

The contractor shall be considered a subject matter expert with respect to the operation and maintenance of public water systems and should explore the use of various interactive teaching methods (e.g., gaming, simulation) with multiple delivery platforms (e.g., power point, DVDs, field exercises) to enhance the teaching of the materials.

The contractor shall provide to the WACOR a draft agenda for review and input prior to development of the final agenda and course materials. The draft and final agenda and all course materials shall be approved by the EPA WACOR.

The contractor shall provide two staff personnel to conduct this training session. Meeting space will be obtained by PADEP. The contractor may be asked to provide their own computer and audio-visual equipment. No costs shall be incurred for meeting space, equipment or meals for course participants.

The contractor shall provide participating students with all materials in hardcopy. The contractor shall have all attendees complete a daily sign-in/attendance sheet. These attendance sheets shall be provided to the EPA WACOR at the completion of the course. The contractor shall provide a course evaluation form to all participants and collect these forms prior to the end of the session.

Task 1.1: At the completion of the training, the contractor shall provide to the EPA WACOR: a final copy of all materials in the following formats: .pdf, .ppt as appropriate; a summary of the completed evaluations and a copy of the daily attendance sheets. These materials shall be due to the WACOR within two weeks of completion of the training course.

Deliverables: One 3.5 – 4 day sanitary survey training course, all course materials, student attendance sheets, attendee course evaluation summary,

Task 2 – Lead and Copper Rule Training

The Contractor shall develop a two-day course covering the Lead and Copper Rule including a review of the Standard Operating Procedures in use in West Virginia and recent EPA clarifications/revisions to guidance. This course shall be held in September 2016 in West Virginia for staff from the Department of Health and Human Resources (DHHR). It is anticipated that 25-30 persons will attend. Each full training of day shall be from 8:00 AM – 4:30 PM and provide one (1) hour for lunch. Arrangements for meeting space will be handled by the WV DHHR.

The contractor shall be considered a subject matter expert with respect to the Lead and Copper Rule and should explore the use of various interactive teaching methods (e.g., gaming, simulation) with multiple delivery platforms (e.g., power point, DVDs, real-world examples) to enhance the teaching of the materials.

The contractor shall provide to the WACOR a draft agenda for review and input prior to development of the final agenda and course materials. The final agenda and all course materials shall be approved by the EPA WACOR.

The contractor shall provide two staff personnel to conduct this training session. Meeting space will be obtained by WV DHHR. The contractor may be asked to provide their own computer and audio-visual equipment. No costs shall be incurred for meeting space, equipment or meals for course participants.

The contractor shall provide participating students with all materials in hardcopy. The contractor shall have all attendees complete a daily sign-in/attendance sheet. These attendance sheets shall be provided to the EPA WACOR at the completion of the course. The contractor shall provide a course evaluation form to all participants and collect these forms prior to the end of the session.

Deliverables: Lead and Copper Rule training materials, course evaluation summary, attendance sheet,

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and QA supplemental	According to contract.
	Monthly progress reports	Monthly
Task 1: Develop and conduct 1 sanitary survey training		
	Conduct training	Spring 2017
Task 2: Develop and conduct Lead and Copper Rule Training		
	Conduct Training	September 2016

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and §

1194.22 Web-based intranet and internet information and applications. See:
<http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Implem of NPDWRs				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 1.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2016 To 06/30/2017				
Comments: Performance on this WA shall not begin until July 1, 2016. Also, work other than just the work plan is authorized to begin on July 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Edward J. Moriarty							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3864			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 1 - 07

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer
Representative (WACOR):**

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
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Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Alternate WACOR:

Jamie Harris, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
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harris.jamie@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

With promulgation of the Revised Total Coliform Rule (RTCR) in February 2013 there are now 15 National Primary Drinking Water Regulations (NPDWRs) as authorized and justified under the Safe Drinking Water Act to address microbial and chemical contamination of the national drinking water supply and risks associated with frequently applied treatment to address the contaminants. The Revised Total Coliform Rule (RTCR), effective in April 2016, updates the existing Total Coliform Rule (TCR) by requiring the water systems to assess/address causes for Total Coliform (TC) positive sample results found in the distribution system. The goal of the Ground Water Rule (GWR) is to provide increased protection against microbial pathogens, specifically bacterial and viral pathogens, in Public Water Systems (PWSs) that use ground water. Instead of requiring disinfection for all ground water sources, the GWR establishes a risk-targeted approach to identifying ground water sources that are susceptible to fecal contamination. The Long Term 2 Enhanced Surface Water Treatment Rule (ESWTR) requires PWSs with surface water sources to collect samples for *Cryptosporidium*, *E. coli* and turbidity analyses to determine the PWS' relative risk for microbial contamination and appropriate treatment requirements, if any. The Stage 2 Disinfectants Disinfection Byproducts Rule (DBPR) required PWSs to evaluate their drinking water distribution system and develop/submit plans for the monitoring for disinfection byproducts at determined high risk sites throughout the distribution system. These rules are recent updates to longer existing regulations using more current data to improve public health protection. PWSs continue to

meet compliance requirements for the Chemical Phase Rules (Inorganic Contaminant/Semiorganic Contaminant, Volatile Organic Contaminant (IOC/SOC/VOC) Nitrate/Nitrite), and Rads. A future rule, the Long Term Lead and Copper Rule (LCR) will update the existing LCRs by revising monitoring requirements to better characterize the presence of lead/copper in the distribution system. In addition, the Long Term LCR will improve corrosion control treatment.

The Consumer Confidence Report Rule (CCR) and Public Notice Rule (PN) continue to be the primary means for water systems to distribute information to consumers.

II. OBJECTIVE:

The contractor shall provide support for the implementation of National Drinking Water Regulations including rollout of the RTCR by continuing to assist in the development and/or update of implementation materials such as: factsheets, guidance documents, training tools, implementation tools, case studies, and primacy revision crosswalks. These materials shall be designed to assist primacy agencies/water systems to understand and properly implement the National Drinking Water Rules and in particular the RTCR (e.g., technical support to update and present training materials).

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Task 1: STATE AND TRIBAL PRIMACY SUPPORT (PWS 7.1.1-7.1.2 and 7.1.4-7.1.5)

If requested by the WACOR, the contractor shall update the compilation of primacy crosswalks to include the most updated version of the crosswalks according to revisions to the Revised TCR – as applicable. The final rule crosswalks shall be submitted on a CD in both MS Word and Adobe Acrobat formats.

Deliverables: Compilation of Primacy Crosswalks for the NPDWRs to include the RTCR.

Task 2: SUPPORTING STATES, TRIBES, AND WATER SYSTEMS IN IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 2.1.7, 2.3.2)

Definitions

The Primacy Revision Crosswalk is used by states to identify state statutory or regulatory provisions that correspond to each Federal requirement. The state would use the crosswalk to explain how their requirements are “no less stringent” than the Federal requirements. The crosswalk will need to be finalized for the RTCR.

Rule implementation flowcharts provide a graphic guide to the Federal regulations. These flowcharts are general in nature (i.e., do not include all the exceptions to the Federal regulations), and do not address cases where state regulations are more stringent than the Federal regulations.

Data Entry Instructions provide guidance to Primacy Agencies regarding the monitoring and reporting requirements of the Federal rules. It discusses, through the use of typical water system examples, system inventory and reporting requirements under the rules and the Primacy Agency’s reporting responsibilities to EPA’s database.

The contractor shall support the continued updating, refinement and completion of materials for the National Drinking Water Rules, including changes associated with RTCR as the rule applies to implementation for EPA Regions, states and water systems; and the Aircraft Reporting and Compliance System (ARCS) carrier and regional user guides. Implementation materials shall include but may not be limited to:

- a. Format the Water Availability Guide as described in subtask 2.1 (approx. 100 pgs.)
- b. Four (4) case studies as described in subtask 2.2, (approx.. 10 pgs. each),
- c. Four (4) Factsheets as described in subtask 2.3 (approx. 6 pgs. each) small system audience
- d. Finalize Turbidity Provisions Guidance Manual and Profiling and Benchmarking Guide as described in subtask 2.4, and
- e. Update electronic Compilation of Quick Reference Guides (QRGs) to include RTCR
- f. Finalize ARCS Air Carrier and EPA Regional User Guides

Subtask 2.1

As requested via written technical direction, the contractor shall assist EPA in formatting a draft guide regarding water availability. The draft document shall be based on content provided by EPA. The contractor shall work directly with the WACOR and/or Alternate WACOR to ensure the guide has the appropriate level of detail for the intended audience (e.g., state drinking water implementation staff). EPA anticipates the guide will be approximately 60 pages and will include some graphic images. Following review and comment by EPA the contractor shall finalize the guide and make it 508 compliant.

Subtask 2.2

As requested via written technical direction, the contractor shall conduct investigations of four (4) case studies. The contractor shall submit drafts of the assigned case studies by eight weeks following written technical direction to begin. The case studies shall supplement the

implementation tools developed for the states and water systems. The contractor shall anticipate finalizing four case studies during this period of performance.

The case studies shall be approximately 10 pages in length and include photos, graphics, etc., to highlight issues and possible solutions associated with implementation. The EPA WACOR anticipates the subjects/topics for the case studies to be based on implementation activities related to the GWR or RTCR which may include Source Water Triggered Monitoring or Level 1 & 2 Assessments, Sanitary Surveys, and Corrective Action. While the topics for these case studies may change, any different subject/topics will be similar in overall nature and complexity to those listed above. Specific topics associated with the GWR, RTCR, or topics identified later related to implementation activities will be provided by the WACOR via written technical direction. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Subtask 2.3

The contractor shall conduct background research for four (4) fact sheets as identified by the EPA WACOR (e.g., Consecutive System Compliance under Stage 2 or RTCR Level 1&2 Assessments). Drafts of these fact sheets shall be provided within three weeks following technical direction. The EPA WACOR will review the fact sheets and provide comments via written technical direction. The contractor shall edit the fact sheets based upon the WACOR's comments and provide the final fact sheets within two weeks of the WACOR's written technical direction.

It is anticipated that all fact sheets developed under this task will each be approximately six pages in length. Fact sheets shall be developed in plain English at a reading level appropriate to the audience. The fact sheets shall be accurate and shall be formatted to guide the reader's eye through the material. Most of the fact sheets shall be developed in Adobe PageMaker. When PageMaker is utilized, the contractor shall provide Microsoft Word, PageMaker and PDF files for the WACOR's record keeping. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Subtask 2.4

As requested via written technical direction, the contractor shall assist EPA in finalizing the Turbidity Provision Guidance Manual and Profiling and Benchmarking Guidance Plain English Guidance Manual. These updates reflect changes based on the Long Term 2 (LT2), Stage 2, GWR, and RTCR Rules as they impact implementation for states and operation for water systems. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Subtask 2.5

EPA developed the Aircraft Reporting and Compliance System (ARCS) to facilitate the reporting of aircraft public water system data by the regulated community. ARCS is a centralized web-based data collection and management system that performs logic checks on data and calculates final results for accountability and regulatory oversight. The contractor shall: 1) finalize the current ARCS user guide for air carriers; and 2) develop draft 1 of a new guide for Regional users. EPA will provide a base document for the Regional user guide. The user guides shall be organized to help the user understand how to perform functions within ARCS. The user guides shall incorporate screenshots from ARCS. The contractor shall work with the ARCS developer as necessary, however, the contractor shall only receive technical direction from the EPA WACOR.

Deliverables: Water Availability Guide - Draft
4 Case Studies To Be Determined, (TBD)
4 Factsheets (TBD)
Turbidity Provisions and Profiling and Benchmarking Plain English Guidance
Manuals
Final ARCS Air Carrier User Guide
Final EPA Regional User Guide

Task 3: TRAINING AND PRESENTATION LOGISTICAL SUPPORT (PWS 6.1, 6.2.1-6.3.2, AND 6.4-6.4.1)

As requested by the WACOR via written technical direction, the contractor shall be responsible for managing participant registration for webinars presented by EPA. This may include resolving issues with registration prior to each webinar and/or login issues during each webinar. The contractor shall distribute notices as provided by the WACOR that provide updates regarding each webinar in addition to delivering presentation materials to participants.

Deliverables: Anticipate nine (9) webinars. Track and deliver a report including a list of participants for each webinar.

Subtask 3.1: Logistical Support for ORD Sponsored Webinars

EPA's Office of Research and Development (ORD) will host a series of webinars targeting small non-community water systems with each webinar expected to run about 2-3 hours. Anticipate 9 ORD webinars. The nine webinars will be scheduled on two tracks: 1) Small System Webinar Series – 1/month Jul - Dec, and 2) Water Research Webinar Series – 1/ every other month Aug, Oct, Dec.

Deliverables: Anticipate 9 webinars. For all webinars: a registration page, flyer created, and invitations sent via email to all participants. During the webinar, assistance opening the webinar, administer polls, and technical assistance to panelists/attendees. Following each webinar provide attendee reports containing demographic breakdowns of attendees and requests for continuing education certificates where appropriate. The presentations will be sent to all attendees via email. Separately, the contractor shall deliver a copy of each presentation 508 compliant for upload to EPA's website along with a recording of each webinar.

Task 4: TRAINING AND PRESENTATION DELIVERY (PWS 6.3.2)

For the general purposes of this proposal, the contractor shall assume the participation of one (1) subject matter expert for 2 webinars as described in subtask 3.1. In addition, the contractor shall track all questions submitted during each webinar presentation. The webinar materials will have already been developed. Each webinar will last approximately two hours and there will be one 30 min pre-webinar meeting to address any logistical issues.

Deliverables: Participate in two pre-webinar meeting of 30 min each. Presenter at two (2) webinars of approximately 2 to 3 hours.

Subtask 4.1: Logistical/training support to EPA Region 2 for 3Ts (Training, Testing and Telling) in Schools training in New York State.

The contractor shall compile existing 3Ts in Schools training materials provided by EPA Region 2 into one webinar presentation. The contractor shall assume the materials provided by Region 2 are “ready-made” and would only require minimal revisions.

Deliverable: One revised 3Ts in Schools webinar developed based on existing materials.

Subtask 4.2: Onsite 3Ts in Schools training support

The webinar will be presented two times. The first presentation will include the contractor on site to present and the second presentation will be remote. For estimation purposes anticipate the onsite presentation will occur in the area of Albany, NY. Anticipate one day for onsite and that each webinar should be 4-hours. In each case the presentation is based on the webinar training materials developed under **subtask 4.1**. For the onsite presentation anticipate 30 attendees that will require a hard copy of the presentation.

Deliverable: One person presenting two 3Ts in Schools webinars. One presentation will be onsite and the other presentation will be remote.

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

The contractor shall develop new materials to support the National Drinking Water Rules to include RTCR. These materials may include: (a) Revised Final question & answer guide approximately 20 pages in length; (b) revise/update existing Chemical Phase Rule state implementation guidance manual, rules factsheets and Quick Reference Guides (QRGs) (c) Drinking Water Training System web and self-paced online/interactive training system covering basics of NPDWRs; (d) Finalize updates to Consumer Confidence Report/Public Notice (CCR/PN) Guidance Manuals to reflect RTCR requirements; (e) Revise/update the existing 3Ts guidance materials for schools; and (f) compile existing training materials provided by EPA into a webinar presentation.

Deliverables: (a) Revised Final Q&A Guide (*draft provided by EPA WACOR*)
(b) Chemical Phase Rule revised guidance (Implementation Guide, Factsheets, and QRGs)
(c) Drinking Water Training System (Web-based and Self-paced)
(d) Finalize CCR/PN Guidance Manuals reflecting RTCR requirements
(e) Revise/update 3Ts for Schools guidance materials
(f) Compile and format existing training materials for 3Ts for Schools Training

Task 6: QUICK RESPONSE SUPPORT (PWS 2.0, 2.1.7, 2.3.2, 3.4, AND 3.4.6, 6.3.2)

The contractor shall provide literature search and quick response information updates to augment, supplement, and support presentation materials prepared under this work assignment. Literature search and quick response information shall include: (a) analysis of facts, (b) options, (c) issues,

and (d) policy decisions surrounding a rule or its application suitable for presentation or outreach use. For purposes of work plan preparation, the contractor shall assume six (6) hours for research and compilation, four (4) hours for organization and preparation of a 2-3 page fact sheet, suitable for presentation or outreach use.

Quick response items usually require completion in two to five days and will be requested by the WACOR's written technical direction.

Deliverables: 8 Quick Response Products (TBD)

Task 7: WEBSITE/TOOL SUPPORT AND UPDATES

This is a continuation of work started under a previous work assignment. The contractor shall provide support for the Primacy Tracking Tool managed by EPA. The current version of the Primacy Tracking Tool will be housed on an EPA staff laptop. The contractor shall assist EPA to address any issues (anticipated to be minor) identified since the rollout of the Tool. The Primacy Tracking Tool maintains the same information previously documented in the online version Primacy Tracking Tool in addition to creating reports similar to the formats previously generated.

Subtask 7.1 Primacy Tracking Tool User Guide

As requested by the WACOR via written technical direction, the contractor shall revise the Primacy Tracking Tool User Guide for HQ and EPA Regions. The user guide was developed under the Cadmus WA 0-07 so any revisions shall be very minor in level of effort.

Subtask 7.2 CCR Catalogue Update

As requested by the WACOR via written technical direction, the contractor shall provide support to EPA locating and consolidating websites for those water systems serving 100,000 or more people (per Code of Federal Regulation 141.155(f)). The contractor shall cross-reference the Safe Drinking Water Information System to ensure the correct systems are reporting and deliver the complete list of systems in an Excel spreadsheet by December 31, 2016.

Subtask 7.3 CCR iWriter Consultant

The contractor shall serve as a consultant to CCR iWriter developers as requested by the WACOR via written technical direction [approximately 2 (1 hr.) conference calls]. The contractor shall provide staff institutional knowledge regarding the CCR iWriter.

Deliverables: Updates to the Final Primacy Tracking Tool User Guide
CCR Catalogue Update
Participation in 2 (1 hr.) Conference Calls

Task 8: FINALIZE Optimal Corrosion Control Treatment (OCCT) EVALUATION GUIDANCE MANUAL FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

The version developed under WA 0-07 has been completed along with the templates and webinar training materials. It is not anticipated there will be any changes made to the manual. The contractor shall provide assistance revising the training materials for onsite presentations.

Subtask 8.1: OCCT Water Quality Parameter Templates

As requested by the WACOR via written technical direction, the contractor shall develop scenarios to incorporate into the water quality parameter templates. The scenarios will be used to present simulated water systems and sample results to illustrate how the templates can be used to review OCCT applications.

Deliverable: Water Quality Parameter Templates expanded to include scenarios introducing water system sampling results for onsite training described in subtask 8.4.

Subtask 8.2: Webinar trainings

Under Task 8 EPA anticipates OCCT training at eight regional locations which will be identified by EPA. To accommodate the two EPA regions that do not receive onsite training webinars will be presented. The webinars will provide an overview of the OCCT Manual in addition to demonstrating how the water quality parameter templates can be used to assist in the review of OCCT applications submitted by water systems.

Deliverable: Two webinars of approximately 1.5 hours each to be presented to states not able to participate in onsite training sessions. Training materials will be a combination original OCCT training conducted under WA 0-07 and a brief demonstration of the water quality parameter templates.

Subtask 8.3: Questions and Answers (Q&A) Document

Questions and Answers from past hands-on training and future webinar series shall be compiled into a Q&A document for submission as Draft to EPA.

Deliverables: Draft Q&A OCCT Document

Subtask 8.4: Onsite OCCT Training

The contractor shall work with EPA to revise the previously developed webinar training materials developed under **subtask 8.2** of the Cadmus WA 0-07 to be used for onsite training. The onsite training will be for EPA and state personnel. The objective of the training will not change from the webinars presented under **subtask 8.2 of Cadmus WA 0-07**. The intent is to provide a better understanding of how to review OCCT applications. The contractors should anticipate eight (8) training sessions at eight EPA offices. Each training session will require one contractor familiar with OCCT to assist in the presentation and workshop. Each training session will be one day and comprise a presentation followed by a workshop. The workshop shall be an expansion of the webinar where the instructors will use mock water system sample results to demonstrate how the templates are used to guide a review.

The contractor shall anticipate developing materials for up to 40 participants. For estimation please base the eight training locations on those regions with states that have the highest number of systems with action level exceedances per the LCR.

Deliverable: Training person for eight locations; training materials and workshop for up to 40 participants at each location.

Participate in one pre-training meeting to cover logistics for onsite training sessions.

After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)

Subtask 9.1: Support EPA File Review of Michigan's Drinking Water Program.

The contractor shall continue to provide assistance to EPA in the development of the File Review Report summarizing the finding of the file review. The report will follow the format and outline described in the EPA 2014 File Review Protocol developed under Cadmus WA 0-07.

Deliverables: Report summarizing file review according to 2014 File Review Protocol unless requested otherwise by WACOR.

Subtask 9.2: Develop Options for Automating Reports Developed Following File Reviews

Based on direction from the WACOR, the contractor shall investigate options to automate the creation of reports following a file review. The reports may use file review tools currently developed for the 2014 File Review Protocol and other alternatives.

Deliverables: List of options to consider for automating the creation of the file review report.

Subtask 9.3: File Review training

As requested by the WACOR, the contractor shall provide training to EPA on steps to preparing for and conducting file reviews. The contractor shall demonstrate how to prepare/coordinated with the state before a file review, preparing data capture forms, and what to consider while reviewing state files. Each of these training sessions can be done online (e.g., webinars) and should only be one hour in duration. The contractor should anticipate up to 10 sessions.

Deliverable: Up to ten (10) webinars that cover preparation, and proceeding through a file review for EPA staff.

TASK 10: LOGISTICAL SUPPORT TO NATIONAL Aircraft Drinking Water Rule (ADWR) MEETING IN REGION 6

The contractor shall provide logistical support to EPA for their ADWR National Meeting in November 2016 (Nov 1-3). The meeting will take place in the EPA Regions offices. The contractor shall: manage on-line registration for the meeting; develop a document sharing location for training materials, presentation, and notes; check-in meeting participants; take notes during the meeting and document questions; develop evaluation sheets for each meeting day and compile into a summary report.

Deliverable:

- (a) Manage on-line registration for the meeting;
- (b) Develop a document sharing location for training materials, presentation, and notes;
- (c) Check-in meeting participants;

- (d) Take notes during the meeting and document questions;
- (e) Develop evaluation sheets for each meeting day and compile into a summary report.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	Compilation of Primacy Crosswalks for Suite of MDBP Rules	June 30, 2017
2.0	Format Water Availability Guide 4 Case Studies (TBD) 4 Factsheets (TBD) Turbidity Provisions Guidance Profiling and Benchmarking Guidance Final ARCS Air Carrier User Guide Draft ARCS Regional User Guide Final ARCS Regional User Guide	TBD TBD TBD December 30, 2016 February 28, 2017 June 30, 2017 August 31, 2016 October 31, 2016
3.0	Training and Logistic support for approximately 4 webinars	June 30, 2017
3.1	Logistic support for approximately 8 ORD webinars	December 30, 2016
4.0	Participate in two pre-webinar and present at two webinars as an expert panelist	Jul 1, 2016–June 30, 2017
4.1	Logistical Support for R2 3T Training	Sep 30, 2016
4.2	Onsite 3Ts Training	Sep 30, 2016
5.0	Revised Final Q&A Guide (<i>draft provided by EPA WACOR</i>) Chemical Phase Rule revised guidance (Implementation Guide, Factsheets, and QRGs) Drinking Water Training System (Web-based and Self-paced) Finalize CCR/PN Guidance Manuals reflecting RTCR requirements Revise/update 3Ts for Schools guidance materials Compile and format existing training materials for 3Ts for Schools Training	June 30, 2017 June 30, 2017 July 29, 2016 Sept 1, 2016 July 29, 2016 June 30, 2017
6.0	8 Quick Response Products (TBD)	TBD
7.0	CCR iWriter consultation support for transition to EPA website	June 30, 2017
7.1	Primacy Tracking Tool User Guide	TBD as requested by WACOR
7.2	CCR Catalog update	December 30, 2016 or as requested by WACOR
7.3	CCR iWriter Website Migration Consultant	TBD as requested by WACOR
8	Finalize the OCCT evaluation guidance manual for states	June 30, 2017
8.1	OCCT Water Quality Parameter Templates	September 30, 2016 or as requested by WACOR
8.2	Webinar Trainings	September 30, 2016 or as requested by WACOR

8.3	Develop Draft Q&A Document	TBD as requested by WACOR
8.4	Onsite OCCT Training	December 30, 2016
9.0	Technical Support for File Reviews	June 30, 2017
9.1	Michigan File Review Report for Region 5	TBD as requested by WACOR
9.2	Options for Automating File Review Data Forms	TBD as requested by WACOR
9.3	File Review Training	Jun 30, 2017
10	Logistical Support for National ADWR Meeting	Nov 3, 2016

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

8 trips are planned to do OCCT training in 8 Environmental protection Agency (EPA) regional offices.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall

refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-07				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Implem of NPDWRS				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.17, 2.3.2, 3.4, 3.46, 5.3, 5.3.5, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2016 To 06/30/2017					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-07 is to add a Water Systems Partnership Meeting.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Edward J. Moriarty							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3864			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Erin Ridder							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2155			
							FAX Number:			
Contracting Official Name Sandra Stargardt-Licis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2006			
							FAX Number:			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 1 - 07 (Amendment 1)

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

B. Work Assignment COR (WACOR):

Alternate WA COR:

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Jamie Harris, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-6956
harris.jamie@epa.gov

C. Quality Assurance:

For this amendment, tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

In addition to the description on the original PWS and previous amendments this amendment includes subtasks 10.1 adding additional meeting support for OCCT Manual, and Task 5 Lead and Copper Rule (LCR) monitoring training for schools and day care facilities.

II. OBJECTIVE:

The purpose of this amendment 3 to this WA is to add one subtask to existing Task # 10. Some of the tasks are clarified to better describe the work required. To summarize:

- Task 2 – no change from the current PWS;
- Task 3– no change from the current PWS;
- Task 4 – no change from the current PWS;
- Task 5 – no change from the current PWS;
- Task 6 – no change from the current PWS;
- Task 7 – no change from the current PWS;
- Task 8 – no change from the current PWS; and
- Task 9 – no change from the current PWS.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Subtask 10.1: Logistical Support to National Water System Partnership meetings in Washington DC.

The contractor shall provide logistical support to EPA for their Water System Partnership meeting in October 2016, for planning purposes assume the meeting will take place during the last week of October. The meeting will take place in Washington, DC. The contractor shall be responsible for:

1. Identifying, contacting, confirming attendance and arranging travel for approximately 25 technical experts and leaders from communities most in need to ensure we have a broad representation of voices, including: states, technical assistance providers, local government leaders, and utility managers.
2. Procure a meetings space of sufficient size to house as many as 100 attendees.
3. Take notes of the proceedings, document questions, and develop a report to document the discussions at the meeting.
4. Provide subcontractor support with expertise in facilitating large meetings dealing with both detailed technical and high level policy topics related to drinking water infrastructure for communities in need.
5. Provide logistical support of the meeting, including but not limited to: creating name tags, putting together folders with the days materials, creating an agenda for the meeting, developing and printing posters and other visual aids.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
10.1	Contract, with EPA input, a venue with suitable resources to hold this meeting.	Within 7 days of amendment approval.
	Provide a list of potential technical and or policy experts for EPA to select from.	Within 7 days of amendment approval.
	Procure a subcontractor, with consideration for EPA input, to support the meeting with expertise in facilitation.	Within 14 days of amendment approval.
	Invite EPA Selected experts to the Water System Partnership meeting.	Within 3 days of EPA approval of expert list.
	Arrange travel (airline, lodging, etc) for the panel of experts outside of Washington DC.	Within 7 days of receiving Technical Direction.
	Provide draft meeting materials (agenda, visual aids, etc).	30 days before the meeting.
	Finalize meeting materials.	Within 7 days of receiving EPA comments on draft materials.

TASK No.	DELIVERABLE	DATE DUE TO EPA
	Provide EPA with draft report summarizing the proceedings at the meeting, including any outstanding action items.	Within 7 days of the conclusion of the meeting.
	Finalize Meeting report	Within 7 days of receiving EPA comments.

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. VI. . TRAVEL

Travel is anticipated for the meeting in Washington DC.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan: No Change.

Work Assignment Form. (WebForms v1.0)

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 1 - 07 Amendment 2

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

B. Work Assignment COR (WACOR): **Subtask 10 Lead:**

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Adrienne Harris, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-250-8793
harris.adrienne@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

No change.

II. OBJECTIVE:

The purpose of this amendment 2 to this WA is to revised task 3, task 5, task 8 and task 9 as described below. Some of the tasks are clarified to better describe the work required. To summarize:

- Task 0 – no change from the current PWS;
- Task 1 – no change from the current PWS;
- Task 2 – no change from the current PWS;
- **Task 3 – revised to add additional support for ORD webinars;**
- Task 4 – no change from the current PWS;
- **Task 5 – revised to add five subtasks (5.1 – 5.5) to develop new materials;**
- Task 6 – no change from the current PWS;
- Task 7 – no change from the current PWS;
- **Task 8 – revised subtask 8.4 to include additional travel;**
- **Task 9 – revised subtask 9.3 to include additional file review training; and**
- Task 10 – no change from the current PWS.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 3: TRAINING AND PRESENTATION LOGISTICAL SUPPORT (PWS 6.1, 6.2.1-6.3.2, AND 6.4-6.4.1)

As requested by the WACOR via written technical direction, the contractor shall be responsible for managing participant registration for webinars presented by EPA. This may include resolving issues with registration prior to each webinar and/or login issues during each webinar. The contractor shall distribute notices as provided by the WACOR that provide updates regarding each webinar in addition to delivering presentation materials to participants.

Deliverables: Anticipate nine (9) webinars. Track and deliver a report including a list of participants for each webinar.

Subtask 3.1: Logistical Support for ORD Sponsored Webinars

EPA's Office of Research and Development (ORD) will host a series of webinars targeting small non-community water systems with each webinar expected to run about 2-3 hours. Anticipate 9 ORD webinars. The nine webinars will be scheduled on two tracks: 1) Small System Webinar Series – 1/month Jan - Jun, and 2) Water Research Webinar Series – 1/ every other month Jan, Mar, June.

Deliverables: Anticipate 9 webinars. For all webinars: a registration page, flyer created, and invitations sent via email to all participants. During the webinar, assistance opening the webinar, administer polls, and technical assistance to panelists/attendees. Following each webinar provide attendee reports containing demographic breakdowns of attendees and requests for continuing education certificates where appropriate. The presentations will be sent to all attendees via email. Separately, the contractor shall deliver a copy of each presentation 508 compliant for upload to EPA's website along with a recording of each webinar.

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

In an ongoing effort to improve implementation of the Lead and Copper Rule, the contractor shall support development of new materials to support the primacy agencies and water systems as they work through the requirements of the Rule.

Subtask 5.1: Identification of Tier 1 Sampling Sites Workshops (Region 8 states and ASDWA suggestion)

Assist EPA in hosting workshops via webinar/ telephone conference calls to share ideas on producing or updating a materials evaluation and successfully identifying tier 1 sites. Regions,

especially R8, have expressed interest in contributing to development efforts of such a training through implementation workgroup discussions.

Deliverable: (1) Approximately two meetings with EPA headquarters to develop the outline for the workshop. Note, the workshop(s) will be hosted using webinar and conference calls. (2) The contractor will assist EPA to finalize meeting dates and identify participants. (3) The contractor will develop a draft materials evaluation and process/steps for identifying Tier 1 LCR monitoring sites.

Subtask 5.2: Public Education (PE) Workshops

Work with AWWA and ASDWA to understand obstacles, problems and issues systems face in fulfilling the public education-related requirements of the LCR and then producing a training that provides some ways to overcome them. Offer as a webinar and conduct in-person workshops.

Deliverable: (1) The contractor shall work with EPA and stakeholders to develop a recommendations memorandum identifying the challenges/issues water systems face when trying to fulfill their PE requirements. (2) Based on the approved memorandum the contractor will develop draft training materials [e.g., MS PowerPoint and factsheet(s)] that may be used by EPA, state and other stakeholders to assist water system to understand the requirements.

Subtask 5.3: Specialized OCCT Training (ASDWA suggestion)

Continue to offer in-person training sessions for OCCT, but dig deeper on technical aspects and include an additional focus on WQPs – setting and interpreting results from different points in the distribution system. The training currently focuses on compliance with the OCCT and Water Quality Parameter (WQP) provisions of the LCR.

Deliverable: (1) The contractor shall develop OCCT training materials specific to the WQP requirements specified in the LCR. The training materials will address setting and interpretation of WQP results to consider different monitoring sites in the distribution system. (2) The contractor shall work with EPA to identify other LCR specific topics that may require individualized training.

Subtask 5.4: Simultaneous Compliance Webinars

EPA staff have heard states and systems say they struggle with simultaneous compliance issues. The contractor shall work with EPA to develop a webinar series to address some of the common simultaneous compliance issues. Prior to developing the specific webinars, the contractor will coordinate meetings with EPA and other stakeholders to identify which topics will be presented.

Deliverable: (1) The contractor shall coordinate at least two meetings with EPA and other stakeholders (to be identified by EPA) to identify and select topics for the webinar series. Anticipate up to 4 webinars. (2) The contractor shall develop drafts of each webinar. (3) Based on comments following review the contractor will finalize the webinars. The webinar shall 30-45 min in duration. The balance of each webinar will be discussion and Q/A. Speakers in addition to EPA will participate to present their experience.

Subtask 5.5: 3Ts for Schools Decision Makers (at state or district level)

Develop a guidance/recommendations on developing a lead in schools program for district level or state level decision makers. This could include how to develop a communication strategy, who needs to be involved, how to prioritize schools, and more details on funding.

Deliverable: (1) Draft guidance/recommendation to develop a lead in schools program. Target audience would be district/state level decision makers. The document would explain how to develop communication strategies, personnel involved in the program, recommendations for prioritizing schools, and a discussion on funding options.

Task 8: FINALIZE Optimal Corrosion Control Treatment (OCCT) EVALUATION GUIDANCE MANUAL FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

Subtask 8.4: Onsite OCCT Training

The contractor shall work with EPA to revise the previously developed webinar training materials developed under **subtask 8.2** of the Cadmus WA 0-07 to be used for onsite training. The onsite training will be for EPA and state personnel. The objective of the training will not change from the webinars presented under **subtask 8.2 of Cadmus WA 0-07**. The intent is to provide a better understanding of how to review OCCT applications. The contractors should anticipate eight (8) training sessions at eight EPA offices. Each training session will require one contractor familiar with OCCT to assist in the presentation and workshop. Each training session will be one day and comprise a presentation followed by a workshop. The workshop shall be an expansion of the webinar where the instructors will use mock water system sample results to demonstrate how the templates are used to guide a review.

The contractor shall anticipate developing materials for up to 40 participants. For estimation please base the eight training locations on those regions with states that have the highest number of systems with action level exceedances per the LCR.

Deliverable: Training person for two locations; training materials and workshop for up to 40 participants at each location.
Participate in one pre-training meeting to cover logistics for onsite training sessions.

After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)

Subtask 9.3: File Review training

As requested by the WACOR, the contractor shall provide training to EPA on steps to preparing for and conducting file reviews. The contractor shall demonstrate how to prepare/coordinated with the state before a file review, preparing data capture forms, and what to consider while

reviewing state files. Each of these training sessions can be done online (e.g., webinars) and should only be one hour in duration. The contractor should anticipate up to 10 sessions.

Deliverable: Up to ten (10) webinars that cover preparation, and proceeding through a file review for EPA staff.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	No change from initial PWS and Amendment 1	
1.0	No change from initial PWS and Amendment 1	
2.0	No change from initial PWS and Amendment 1	
3.0	Training and Logistic support for approximately 4 webinars	June 30, 2017
3.1	Logistic support for approximately 9 ORD webinars	June 30, 2017
4.0	No change from initial PWS and Amendment 1	
4.1	No change from initial PWS and Amendment 1	
4.2	No change from initial PWS and Amendment 1	
5.0	No change from initial PWS and Amendment 1	
5.1	Identification of Tier 1 Sampling Sites Workshop	June 30, 2017
5.2	Public Education Workshop	June 30, 2017
5.3	Specialized OCCT Training	June 30, 2017
5.4	Simultaneous Compliance Webinars	June 30, 2017
5.5	3Ts for Schools Decision Makers (at state or district level)	June 30, 2017
6.0	No change from initial PWS and Amendment 1	
7.0	No change from initial PWS and Amendment 1	
7.1	No change from initial PWS and Amendment 1	
7.2	No change from initial PWS and Amendment 1	
7.3	No change from initial PWS and Amendment 1	
8	Finalize the OCCT evaluation guidance manual for states	
8.1	No change from initial PWS and Amendment 1	
8.2	No change from initial PWS and Amendment 1	
8.3	No change from initial PWS and Amendment 1	
8.4	Onsite OCCT Training	June 30, 2017
9.0	Technical Support for File Reviews	June 30, 2017
9.1	No change from initial PWS and Amendment 1	
9.2	No change from initial PWS and Amendment 1	
9.3	File Review Training	June 30, 2017
10	No change from initial PWS and Amendment 1	

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:
<http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

2 trips are planned to do OCCT training in 2 Environmental Protection Agency (EPA) regional offices.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

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IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-07				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Implem of NPDWRs				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.17, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2016 To 06/30/2017					
Comments: The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 1-07 is to appoint a new alt wacor, Michael Finn to this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Edward J. Moriarty <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3864 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name DWNIMS/PBR Support				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.0, 3.1.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2016 To 06/30/2017				
Comments: Performance on this WA shall not begin until July 1, 2016. Also, work other than just the work plan is authorized to begin on July 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Nick Chamberlain							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1871			
							FAX Number: 202-564-3754			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 1-09

I. ADMINISTRATIVE:

A. Title: DWNIMS/PBR Support

B. Work Assignment Contracting Officer Representative (WACOR): **Alternate WACOR:**

Nick Chamberlain
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-1871
Chamberlain.Nick@epa.gov

Miriam Kochman
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-4095
Kochman.Miriam@epa.gov

C. Quality Assurance:

Tasks 1-3 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under tasks 1-3 of WA 0-09, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background: The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and Headquarters (HQ) understand and manage the DWSRF program.

II. OBJECTIVE: Under this work assignment, the contractor shall continue to update and process data, generate reports, develop the Financial Statement module, and provide training services in support of the Drinking Water National Information Management System (DWNIMS) and the Project & Benefits Reporting System (PBR). These tasks generate state, regional and national statistics and reports to help EPA improve the DWSRF program's management and protect America's public health. This Work Assignment continues work started in WA 0-09 of the base period.

III. STATEMENT OF WORK:

Task 0- Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside

the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-09. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under tasks 1-3 of WA 0-09. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new or SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

Additional Requirements

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1 – Maintain and Support DWNIMS

The Contractor shall host DWNIMS to collect, store and retain DWSRF data and generate reports based on the information collected. A quality control check shall be run after the data are collected and a second time after data are updated. Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>. The contractor shall generate updated reports with the 2016 data collected and provide them to EPA by October 28, 2016. The format and style of the reports will be identical to the existing reports, a copy of which is in the possession of the contractor.

Delivery Date: Final 2016 reports are due by October 28, 2016.

The Contractor shall operate and maintain DWNIMS. The Contractor shall prepare the DWNIMS data collection system for the 2017 data collection effort. The includes adding a 2017 column to the existing system to receive 2017 year reporting from states and testing the DWNIMS system to make sure it is operating properly.

*Delivery Date: Prepare DWNIMS for 2017 data collection effort by June 1, 2017
Finalize testing of DWNIMS for 2017 data collection effort by June 30, 2017*

Task 2 – Update Financial Planning Model. The Contractor shall update the Financial Planning Model with current year data from the DWNIMS system and provide a copy of the updated model to EPA by November 11, 2016. The contractor shall respond to questions concerning the model from the WACOR. The nature of the questions will be specific to how the macros in the module generate the given results.

Delivery Date: Updated model due by November 10, 2016.

Task 3 - Development of National DWSRF Financial Statements.

The Contractor shall develop a Statement of Net Assets, Statement of Revenues, Expenses, and Earnings, and a Statement of Cash Flows for the loan portion of the DWSRF and for Set-aside funds in accordance with the layout, format and detail provided under the report templates.

Delivery Date: Draft report due November 10, 2016. Final report due within 10 business days of receipt of comments by the WACOR.

Task 4 –Operate and Support the Project & Benefits Reporting System (PBR)

The contractor shall operate PBR and make additions/edits to data fields as requested by the WACOR. For cost estimation purposes, the contractor shall assume no more than three additional text fields be added to the system. The contractor shall respond to state questions on PBR use. Topic areas are 1) questions on inputting data into PBR field and field definition and 2) technical questions on batch reporting PBR data into FederalReporting.gov. The WACOR estimates that the contractor will receive 20 questions a year, requiring ½ hour each to respond.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Develop Work Plan	Within 20 calendar days of receipt of the WA.
1	Deliver DWNIMS 2016 Reports Prepare DWNIMS for 2017 Collection Finalize DWNIMS Testing for 2017 Collection	October 28, 2016 June 1, 2017 June 30, 2017
2	Update Financial Planning Model	November 10, 2016
3	Develop Financial Statements	Draft November 10, 2016; Final within 10 days of receipt of comments by the WACOR
4	Operate and Support PBR	Ongoing

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0 or higher

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

TRAVEL

No travel is anticipated under this work assignment. If the need for travel arises, the WACOR will work with the CL-COR and the CO to amend this work assignment to allow for travel.